

NAVSTABREMINST 5216.1A
B1
19 Oct 00

NAVAL STATION BREMERTON INSTRUCTION 5216.1A

From: Commanding Officer, Naval Station Bremerton

Subj: DISTRIBUTION LIST

Encl: (1) [Distribution Matrix](#)

1. Purpose. To update distribution lists for use in dissemination of Naval Station Bremerton directives and correspondence.

2. Cancellation. NAVSTABREMINST 5216.1.

3. Discussion. Naval Station Bremerton directives and multi-addressed correspondence will be distributed per this instruction. Originators of correspondence and directives will ensure that only addressees requiring the information are included in the distribution. The drafter may also use the "Copy to" format. Examples of the distribution format follow:

Distribution: (NAVSTABREMINST 5216.1A)
List I (less B1)
List IIA
Ships

4. Distribution

a. Ships. When "Ships" appears under distribution, ships homeported at Naval Station Bremerton and ships in port at Puget Sound Naval Shipyard at time of distribution will be included in the distribution.

b. Naval Station Bremerton Web Page. To conserve paper, paper copies will be provided to List I personnel only at time of directives signature. All other personnel will receive their copy via Naval Station Bremerton's Web Page at www.naswi.navy.mil/navstabrem/default.htm.

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5. Action

a. Originators are responsible for determining distribution. Administrative Services Office will review distribution, reducing it to minimum levels on a strict "need to know" basis, after discussion with the originator.

b. Requests for changes to the distribution lists provided in enclosure (1) or additional copies of directives should be addressed to Commanding Officer, Naval Station Bremerton (Attention: Code B1).

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J. A. HOLDEN

Distribution: (NAVSTABREMINST 5216.1A)
Lists I, II, Ships

DISTRIBUTION MATRIX

LIST I - INTERNAL DISTRIBUTION

<u>CODE</u>	<u>TITLE</u>	<u>COPIES</u>
B00	Commanding Officer	1
B01	Executive Officer	1
	CME0	1
	DAPA	1
	ESO	1
	PRT	1
	CMS	1
B00D	Deputy	1
B00S	Secretary	1
B008	Command Master Chief	1
BOOPA	Public Affairs Office	1
BOOJ	Legal Office	1
BOOC	Chaplain's Office	1
B45	Environmental Liaison	1
B0081	Command Career Counselor	1
BOOT	Safety	1
B1	Administrative Department	6
	Postal Operations Division	1
N01CP1	Human Resources Department	1
N315	Port Operations Department	1
N3212	Fire Department	1
N3222	Security Department	1
N444	Public Works Department	1
N47211	Community Programs Department	1
N47612	Family Service Center	1
N47211	Morale, Welfare & Recreation (MWR)	1
N4791	Family Housing Division	1
N47311	Combined Bachelor Housing (CBH) Division	1
N64	Information Technology Department	1
N821B	Financial Resource Management Department	1

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LIST II - EXTERNAL DISTRIBUTION

IIA (Naval Station Bremerton Tenant Commands)

ALL TENANT COMMANDS ON NAVAL STATION BREMERTON AND PUGET SOUND
NAVAL SHIPYARD

IIB (Other Frequently Addressed Commands)

	<u>TITLE</u>	<u>COPIES</u>
1.	Naval Computer and Telecommunications Station, Puget Sound	1
2.	Commander, Puget Sound Naval Shipyard	1
3.	Commander, Navy Region Northwest	1
4.	Commander in Chief, U. S. Pacific Fleet	1